ACHIEVEMENT IN MONTANA

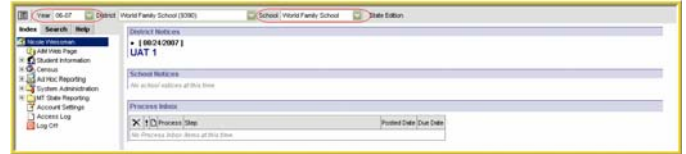*Quick Reference Guide*
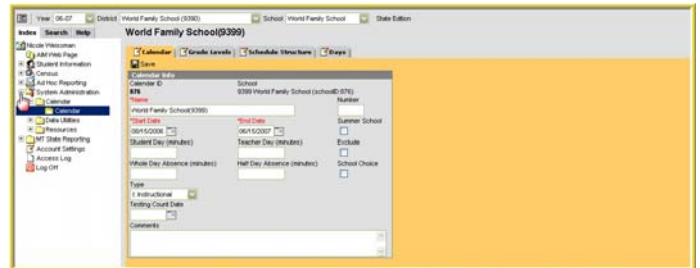
CALENDAR SETUP

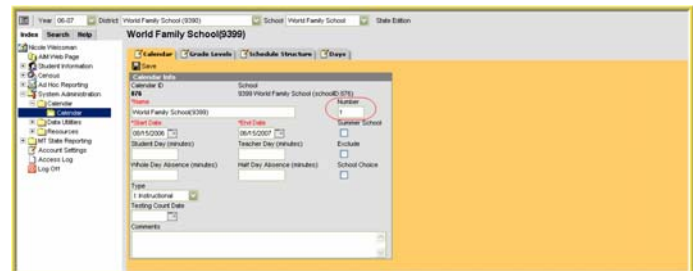| *CALENDAR DATES*	
From the **Campus Toolbar**, select the 07-08 *Year* and a *School*.	
From the **Index**, expand the **System Administration** outline by clicking on the plus (+) sign. Expand the **Calendar** outline and click *Calendar*.	
Enter a *Calendar Number*. *NOTE: *Calendar Numbers* can be the same for each school in the district, but schools that have multiple calendars must have different numbers.	
Enter the *Start Date* and the *End Date*. The *Start* and *End Dates* should be the start and end dates for the district (Student start and end dates will be added to the calendar at a later date). Click **Save**.	

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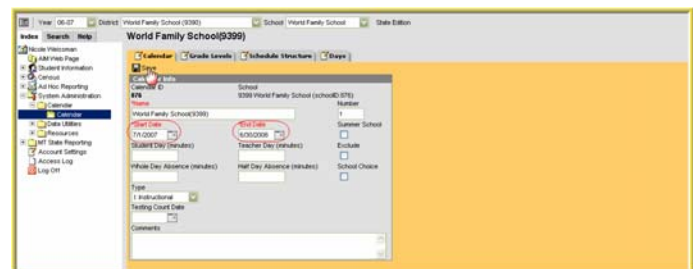
CALENDAR SETUP

GRADE LEVELS

Click on the tab titled **Grade Levels**.

Verify the *Grade Levels* available for the school calendar.

Click on a grade level to enter information for that grade (*Optional*).

Click **Save**.

*NOTE: If the grade levels for that school calendar are not correct, call the OPI AIM staff for assistance.

CALENDAR DAYS (OPTIONAL)

Click on the **Days** tab.

Scroll through the months by clicking on the right and left hand arrows.

The dates in blue are valid days within the *School Calendar*.

Click on a day.

Check the boxes *School Day*, *Instruction* and *Attendance* for each day (if applicable).

If there is a school event (holiday, shortened day, Parent/Teacher conference, etc) click *Day Events* and enter the appropriate information.

Click **Save**.